

INSTRUCTIONS AND INFORMATION FOR PRELICENSING EDUCATION EQUIVALENCY- REAL ESTATE

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WHO FILES?

Any candidate planning to take the Hawaii real estate salesperson or broker examination and who desires an equivalency to the prelicensing education requirements and qualifies under one of the specified categories shall file a **COMPLETE** application **prior** to registering for the examination.

PURPOSE

All candidates for the Hawaii real estate salesperson or broker examination shall successfully complete a real estate prelicensing course accredited by the Hawaii Real Estate Commission unless granted a prelicensing education equivalency. The prelicensing education equivalency **is subject to the review and approval of the Real Estate Commission and shall be secured prior to taking the examination.** The prelicensing education equivalency certificate is **valid for two years** from the date of issuance. **No extension of time will be granted; a new complete application must be submitted.**

APPLICATION FORM (attached)

Complete the entire application form using a typewriter or print **legibly in black ink.** The candidate shall submit a **complete** application form with the appropriate **NONREFUNDABLE** application fee of **\$25** payable to **COMMERCE & CONSUMER AFFAIRS** and the required supporting documents.

Note: *One of the numerous legal requirements that you must meet in order for your new license/certificate to be issued is the payment of fees as set forth in this application. You may be sent a license/certificate before the check you sent us for your required fees clears your financial institution. If the license/certificate has been issued to you before your check has cleared, and if for any reason your check is later dishonored or unpaid, then the license/certificate shall be void as if it was never issued. All actions which you may have taken using the license/certificate also shall be void, including any exams you may have taken. A \$15.00 service fee will be charged for checks which are returned by the financial institution.*

If for any reason you are denied the license/certificate you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license/certificate has been denied.

EQUIVALENCY CATEGORIES AND SUPPORTING DOCUMENTS

The following required documents shall be attached to the application form for the specified category. An application **without the required documents or with substitute documents is considered an incomplete application subject to processing termination and denial.** No partial credit is given for a category, a candidate shall qualify for one (1) category only.

ACTIVE AND CURRENT OUT-OF-STATE REAL ESTATE LICENSE

A current license, that was active within one year immediately prior to the date of the equivalency application as a salesperson or broker in another state with similar or superior prelicensing education requirements as determined by the Commission. Applicant must have successfully completed the prelicensing education.

Submit a completed "Verification of License" form (see attached) with application form. Candidate to complete Part I and **submit form to the out-of-state agency for completion of Part II, who shall return the completed form back to the candidate.** Note that some states charge a fee for completing Part II of the form. Upon receipt of the completed form, the candidate shall submit the verification of license form with the application form and required fees to Licensing Branch. (See "Address to File Application.")

Photocopies of out-of-state license will not be accepted. "Verification of License" form must be completed and issued by the out-of-state agency not more than 6 months ago.

*****If submitting under "ACTIVE AND CURRENT OUT-OF-STATE REAL ESTATE LICENSE" category, also consider Application for Equivalency to the Uniform Section of the Hawaii Real Estate Licensing Examination (separate application and fee).**

**EQUIVALENCY
CATEGORIES
AND SUPPORTING
DOCUMENTS (Cont'd.)**

LAW DEGREE

Graduate of a law school accredited by the American Bar Association. ***Submit photocopy of diploma or original certified transcripts (with school seal) with application form.***

**BACHELOR OF ARTS
OR SCIENCE DEGREE
IN REAL ESTATE OR
BUSINESS**

Bachelor of arts or bachelor of science degree graduates of accredited colleges and universities who have majored in real estate or business. ***Submit photocopy of degree if it specifically cites a degree in real estate or business, or original certified transcripts (with school seal) with the date the degree was conferred highlighted for reference with application form.***

**6 SEMESTER CREDITS
IN REAL ESTATE,
BUSINESS, BUSINESS
LAW, REAL ESTATE
DEVELOPMENT, OR
FINANCE COURSES**

Successful completion for credit of 6 semester credits in real estate, business, business law, real estate development or finance courses from an accredited college or university. ***Submit original certified transcripts (with school seal) with courses highlighted for reference with application form. If unclear as to whether a real estate, business, business law, real estate development or finance course, candidate shall provide verification documentation from the accredited college or university. CONTINUING EDUCATION COURSES ARE NOT ACCEPTABLE UNLESS PART OF A REAL ESTATE DEGREE CURRICULUM.***

**CERTIFICATE IN
ADVANCED
REAL ESTATE**

Successful completion of the curriculum and confirmation of certificate from the Small Business Management Program, University of Hawaii. ***Submit photocopy of certificate or original letter confirming certificate with application.***

**RE 300 AND RE 310 -
UNIVERSITY OF
HAWAII**

Successful completion for credit of RE 300 and RE 310 from the University of Hawaii. ***Submit photocopy of certified transcripts (with school seal) with courses highlighted for reference or certification letter from the University of the two courses with application.*** (July 24, 1987)

GRI DESIGNATION

Successful completion of the GRI (Graduate Realtors Institute) curriculum and confirmation of designation. ***Submit photocopy of certificate or original letter from issuing agency confirming designation.***

CCIM DESIGNATION

Successful completion of the CCIM (Certified Commercial Investment Member) curriculum and confirmation of designation. ***Submit photocopy of certificate or original letter from issuing agency confirming designation with application.*** (August 31, 1990)

BOMI - RPA

Successful completion of the BOMI (Building Owners and Managers Institute) International's - RPA (Real Property Administrator) curriculum and confirmation of designation. ***Submit photocopy of certificate or original letter from issuing agency confirming designation with application.*** (November 24, 1993)

**OTHER PROFESSIONAL
DESIGNATIONS OR
CERTIFICATES**

The Real Estate Commission will review, evaluate, and decide on other professional designations or certificates on a case-by-case basis at its monthly meeting. ***This process will take an additional 30 days or longer for decision. Applicants must submit a summary of the curriculum, courses, requirements, and other information about the professional designation or certificate, or have the issuing agency petition the Commission for approval of the professional designation or certificate. Submit a photocopy of designation or certificate or original letter from issuing agency confirming designation or certificate with application.***

BROKER CANDIDATES

Candidates for the broker examination are **required** to apply and be granted an "Experience Certificate" **prior** to registering for the examination with the testing company.

EQUIVALENCY TO THE UNIFORM SECTION OF THE EXAM

If you have a current real estate license in another state, and have passed the uniform section of that state's licensing examination for the equivalent level of license, you may also qualify for an equivalency to the uniform section of the Hawaii licensing examination. To qualify, you must submit the "Application for Equivalency to the Uniform Section of the Hawaii Real Estate Licensing Examination" (form REC-35), fees and supporting documents. If granted, instead of having to take both national and state sections of the Hawaii licensing examination, you will be required to take the Hawaii specific section only, subject to the applicant having a valid Hawaii School Completion Certificate or Prelicensing Education Equivalency Certificate. Call or write the office listed below to request an application or for more information.

FILING DEADLINE

ALLOW AT LEAST 21 DAYS FOR PROCESSING A COMPLETE APPLICATION. It is the responsibility of the applicant to file a complete application in sufficient time to be granted and receive a prelicensing education equivalency certificate prior to taking the examination.

ADDRESS TO FILE APPLICATION

Mail the COMPLETE APPLICATION to:

DCCA, PVL, Licensing Branch
P. O. Box 3469
Honolulu, HI 96801

or

Deliver to office location at:

1010 Richards St., 1st Flr
Honolulu, HI 96813

Phone: (808) 586-3000

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

APPLICATION FOR PRELICENSING EDUCATION EQUIVALENCY- REAL ESTATE

Read the attached instructions before completing form.

Applicants are subject to requirements, forms, and fees in effect at time of filing.

Submit ORIGINAL only – FAX and PHOTOCOPY will not be accepted.

Legal Name (LAST)

(First-Middle)

Mailing Address (include apt. no., city, state & zip code)

FOR BOARD USE ONLY

APPROVED

Initials/date:

DENIED

Exp. Date

Cert. Sent

CIRCLE TYPE OF EXAM:

SALESPERSON BROKER

Phone No. (days):

Social Security No:

Circle or underline your answer and provide information:

1. Have you ever applied for and been denied of a prelicensing education equivalency?YES NO
If YES, when? _____
2. Have you ever taken a Hawaii real estate exam?YES NO
 - a. If YES, salesperson or broker? _____
 - b. What year and month? _____

Check equivalency category under which you are applying and **attach** REQUIRED supporting documents. Check one category ONLY.

- ☐ Active and current out-of-state real estate license. Attach completed "Verification of License" form.
- ☐ Law degree from a law school accredited by the American Bar Association. Name of law school attended: _____
Date degree was conferred: _____. Attach photocopy of diploma or original certified transcripts.
- ☐ Bachelor of Arts or Bachelor of Science degree with a major in real estate or business from an accredited college or university.
Attach photocopy of degree or original certified transcript with the date degree was conferred highlighted for reference.
- ☐ 6 semester credits in real estate, business, business law, real estate development, or finance courses from an accredited college or university. Attach original certified transcript with courses highlighted for reference.
- ☐ GRI designation. Attach photocopy of certificate or original certification letter.
- ☐ Certificate in advanced real estate from the University of Hawaii. Attach photocopy of certificate or original certification letter.
- ☐ RE 300 and RE 310 - University of Hawaii. Attach photocopy of certified transcript or original certification letter.
- ☐ CCIM designation. Attach photocopy of certificate or original certification letter.
- ☐ BOMI - RPA designation. Attach photocopy of certificate or original certification letter.
- ☐ Other professional designation or certificate. SEE INSTRUCTIONS. Allow an additional 30 days or more for review.

CERTIFICATION OF APPLICANT:

I understand that it is my responsibility to read the instructions thoroughly and to file a complete application, including required documents and fees, in sufficient time to be reviewed and, if approved, for a prelicensing education equivalency certificate to be issued prior to taking the examination.

I hereby certify that the information provided on this application and the documents attached are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation (§710-1017, Hawaii Revised Statutes), and may result in denial of application, denial of license, or revocation of license. I understand that it is unlawful to file with the Real Estate Commission any document which is false and untrue or contains any material misstatement of fact. (§467-20, HRS).

Date

Signature of Applicant

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

Appl..... 580..... \$25
Service Fee..... BCF \$15

VERIFICATION OF LICENSE -- REAL ESTATE

PART I. TO BE COMPLETED BY APPLICANT

INSTRUCTIONS: A. Applicant to complete information in Part I only.
 B. Applicant to send this form to out-of-state licensing agency to complete Part II.
 C. Upon receipt of completed form from the out-of-state agency, applicant to attach completed form to application and submit to Licensing Branch.

Applicant's Name (LAST)	(First-Middle)	Type of License held:	
Mailing Address (Include apt. no. & zip code)		SALESPERSON	BROKER
		License Number	Date Licensed

PART II. TO BE COMPLETED BY OUT-OF-STATE LICENSING AGENCY

The above-named person is applying for a real estate exam in Hawaii. Please supply the following information, and mail this form back to the above-named person.

Circle Type of License Issued: SALESPERSON BROKER	Has disciplinary action ever been taken against the license?	YES	NO
	Are there any pending disciplinary actions?	YES	NO
	Are there any conditions currently placed on this license?	YES	NO
	If yes, please explain:		
Date Licensed	Is the license current and active? (not forfeited, escrowed, or inactive) YES NO		
If not active and current, date license expired, forfeited or placed inactive:			
Expiration Date	Who placed the license on inactive/expired status?		
1a) Was there a pre-license educational requirement at the time applicant was licensed? YES NO b) If yes, what was requirement? _____ hours. 2 Did the person named above fulfill the pre-license educational requirement? YES NO 3a) Was the pre-license educational requirement or a portion of the pre-license educational requirement waived? YES NO b) If yes, what portion of the pre-license educational requirement was waived and what was submitted in lieu of the requirement? <div style="display: flex; justify-content: space-between;"> <div><u>Requirement:</u></div> <div><u>Waived due to:</u></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____</div> <div>_____</div> </div>			
4a) Did the applicant pass the uniform portion of the salesperson (or equivalent) examination in your state? YES NO b) If yes, please provide the date: _____ 5a) Did the applicant pass the uniform portion of the broker (or equivalent) examination in your state? YES NO b) If yes, please provide the date: _____			
Name of Out-of-state Agency		Signature	Date
Address of Out-of-state Agency		Name & Title	